



## Building Permit Application Checklist

### (A) Residential (Non-High Rise) – New & Addition

Permit #: \_\_\_\_\_ Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Project Location: \_\_\_\_\_

#### Application May Not Be Processed Until All Outstanding Information Is Submitted

##### \*\*\*\*\* Note to Applicants \*\*\*\*\*

Failure to submit outstanding information will result in a delay in the processing of this application.

This form summarizes the list of requirements that must be fulfilled prior to the issuance of the above noted building permit. Every attempt has been made to provide a complete list at the time of application. However, should the requirement for additional documents and/or approvals be determined during the processing of this application you will be notified. For more detailed information, please contact the agency directly.

Permit applications may be rejected where they are incomplete or of insufficient quality.

##### \*\*\*\*\* Office use only \*\*\*\*\*

A check “√” in the REQ'D column signifies that the document/approval is required and must be submitted by the applicant for review prior to permit issuance. An “X” in the REQ'D column signifies that the document/approval is deemed not required.

A corresponding check “√” in the REC'D column signifies that that required document/approval was submitted for review at the time of application. A corresponding circle “X” in the REC'D column signifies that that required document/approval was not submitted at the time of application and is an outstanding requirement prior to issuance.

\*\*\*\* Office Use \*\*\*\*

Documentary Requirements	REQ'D	REC'D
Application for a Permit to Construct or Demolish		
Schedule 1 on Designer Information (Architectural/Structural, Mechanical, and Sewage – if applicable)		
Energy Efficiency Design Summary Form (SB-12 Compliance)		
Land and Building Use Declaration Form (if of greater than two dwelling units)		
<b>Zoning:</b> with grading approved by P. Eng or Ontario Land Surveyor		
Site Grading Plan – showing final grading, building height, and setbacks to the property lines fully dimensioned, ditches and swales		
<b>Architectural/Structural:</b> ** with the qualified designer’s name, BCIN#, signature, and a statement that the qualified designer has reviewed and taken responsibility for the design activities		
Foundation Plan **		
Floor Plan Or Framing Plan – uses of rooms, plumbing fixture labelled and dimensioned **		
Roof framing plan **		
Building elevations – existing & proposed windows/doors with sizes and finishes indicated **		
Building Sections And Details **		
Engineered Truss Spec And Layout (if applicable) – Stamped & Sealed by P. Eng		
Engineered Floor Spec & Layout (if applicable) - Stamped & Sealed by P. Eng		
<b>HVAC/Plumbing:</b>		
HVAC Drawing		
Heat gain/loss calcs., duct design		



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Residential Mechanical Design Summary		
Residential Plumbing Data Form		
*Refer to Checklist (N) for Geothermal Heating & Cooling System requirements		
<b>Septic (if applicable):</b> ** with the qualified designer's name, BCIN#, signature, and a statement that the qualified designer has reviewed and taken responsibility for the design activities		
Septic layout plans, tank design and calculations **		
Soil and water table information sheet		
Schedule 2 on Sewage System Installer Information		
<b>Other Approval Required:</b>		
Toronto and Region Conservation Authority (if applicable)		
Niagara Escarpment Commission (if applicable)		
Credit Valley Conservation (if applicable)		
Town of Caledon Heritage (if applicable)		
Oak Ridges Morine through Site Plan Control (if applicable)		
Development Charges (if applicable)		
Cash in Lieu for Parklands (if applicable)		
Town of Caledon Approval – Road Access/Existing Culvert (if applicable)		
Region of Peel Approval - Road Access/Existing Culvert (if applicable)		
Ministry of Transportation – Road Access for buildings/structures within 45m or 395m to Highway 9, Highway 10, and Highway 400 series (if applicable)		
Ministry of Environmental Approval (if applicable)		
<b>Additional Documentation Identified to be Required at time of Application:</b>		
1. _____		
2. _____		
3. _____		
4. _____		